



Quick Start Guide for Employee Self Service

- 1. Change Password or Username**
- 2. Web Time Sheet**
- 3. Request Time Off**

My Information; Change Password or Username



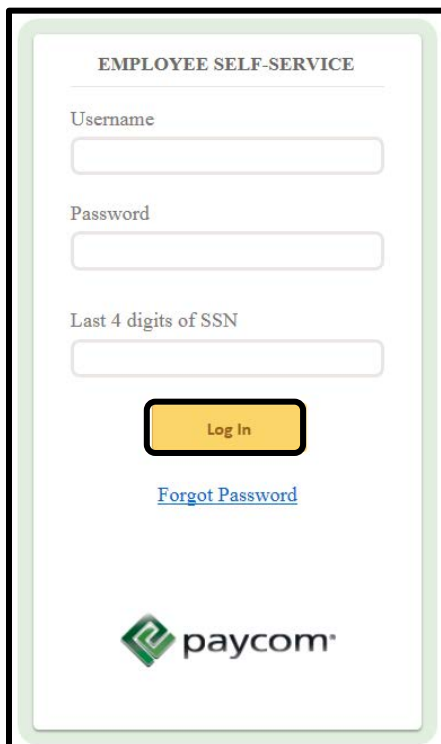
paycom®

Change Password or Username

To change your password or username, first log in to Employee Self-Service. To access the Paycom Employee Self-Service website go to www.Paycom.com. Then select "Employee."



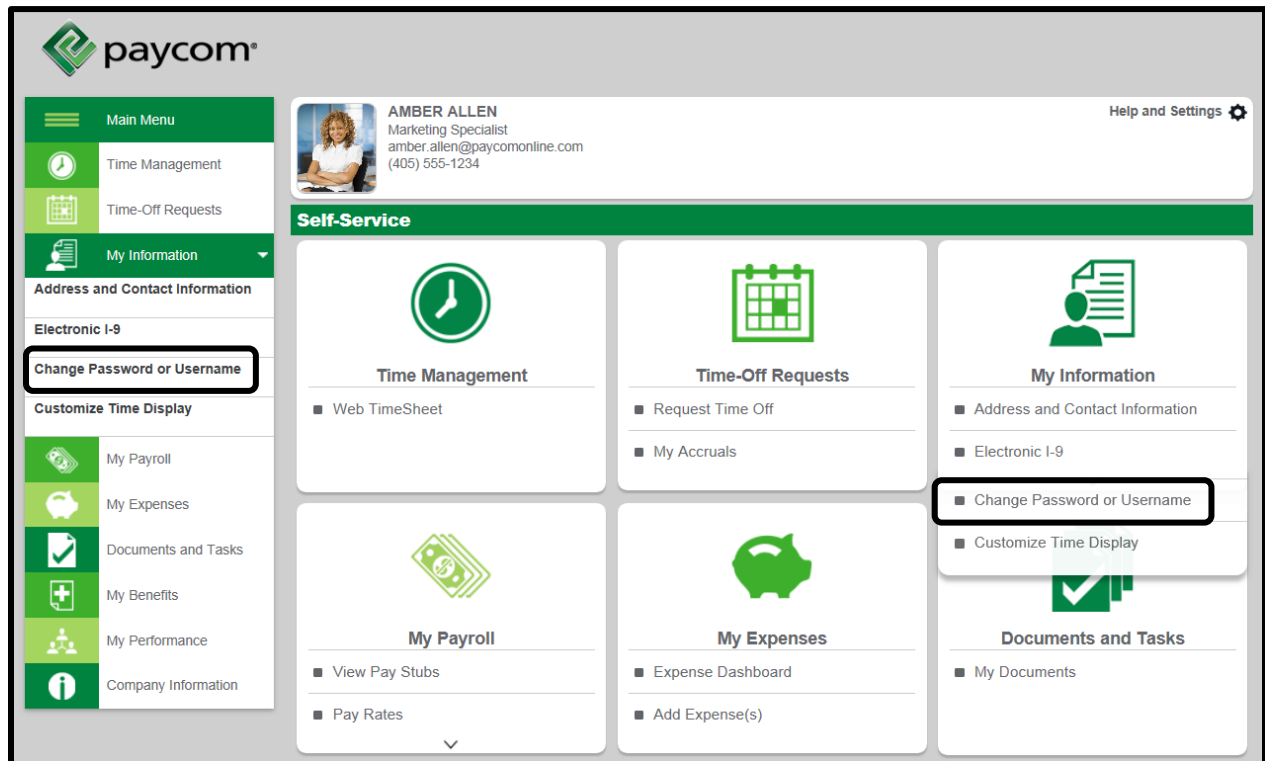
Enter your Username, Password and the last four digits of your Social Security number. Then select "Log In."

The image shows the "EMPLOYEE SELF-SERVICE" login form. At the top, the title "EMPLOYEE SELF-SERVICE" is centered. Below the title are three input fields: "Username", "Password", and "Last 4 digits of SSN". Each field has a corresponding label to its left. Below the input fields is a yellow "Log In" button with a black border. Underneath the button is a blue link that says "Forgot Password". At the bottom of the form is the Paycom logo.

My Information; Change Password or Username



Within Employee Self-Service, from the main menu screen, select “Change Password or Username” from the My Information tile in the center of the screen or from the Main Menu navigation on the left side of the page.



To change your username, select “Change Username.”

Enter a valid email address as the new username and select “Update Username.”

Change Your Username

Current Username 05050ALLA

New Username ?

Update Username

Username Changed

Your username has been successfully changed.
Your old username will be disabled and you will log in using the username `amber.allen@paycomonline.com`

Continue

To change your password, type in your current password, then enter a new password and retype the new password for confirmation.

Change Your Password

(last change 04/16/2013)

Username 05050ALLA

Change Username

Current Password

New Password ?

Confirm Password ?

Change Password

Note:

1. Passwords must be eight to 20 characters in length.
2. Passwords must contain as least one number (0...9) or at least one special character (!#@\$&+=).
3. Passwords cannot contain quotes or apostrophes (“ or ’).
4. Passwords are case-sensitive. Please check the status of your Caps Lock key before updating.

When finished, select “Change Password.”

Time Management; Web Time Sheet



paycom®



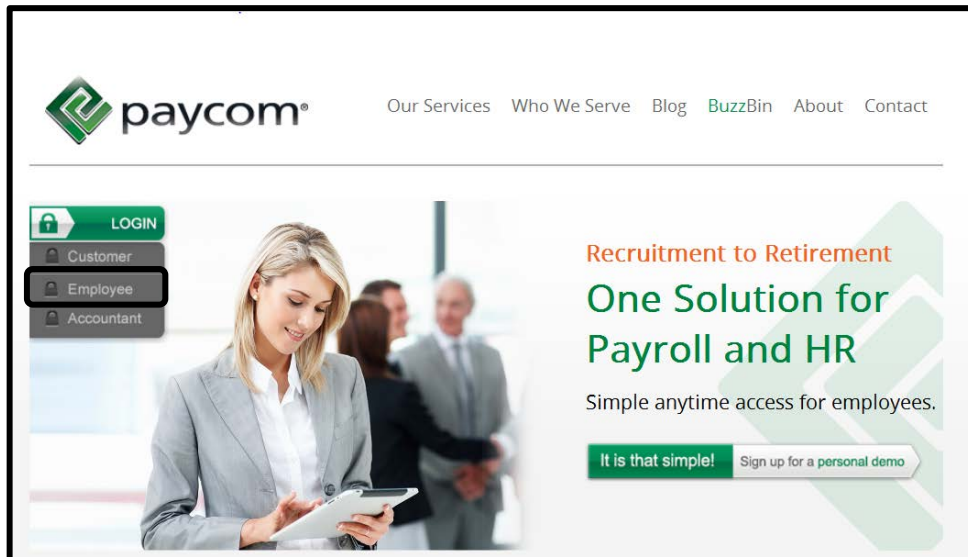
Time Management; Web Time Sheet

Table of Contents:

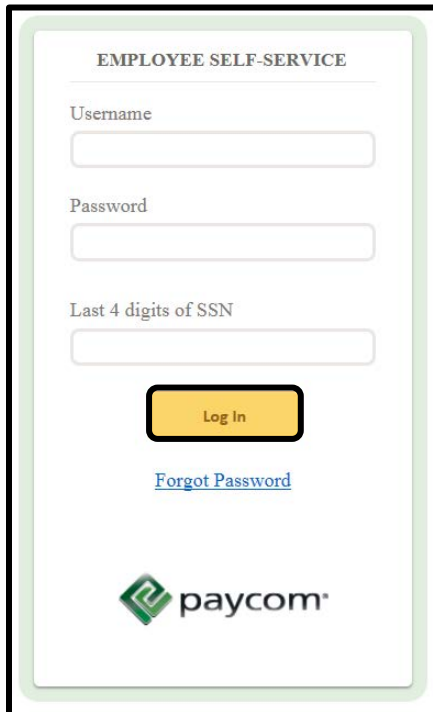
Using the Web Time Sheet through Employee Self-Service	3
Add Punch.....	6
Add Hours	7
Approving Timecards	8

Using the Web Time Sheet through Employee Self-Service

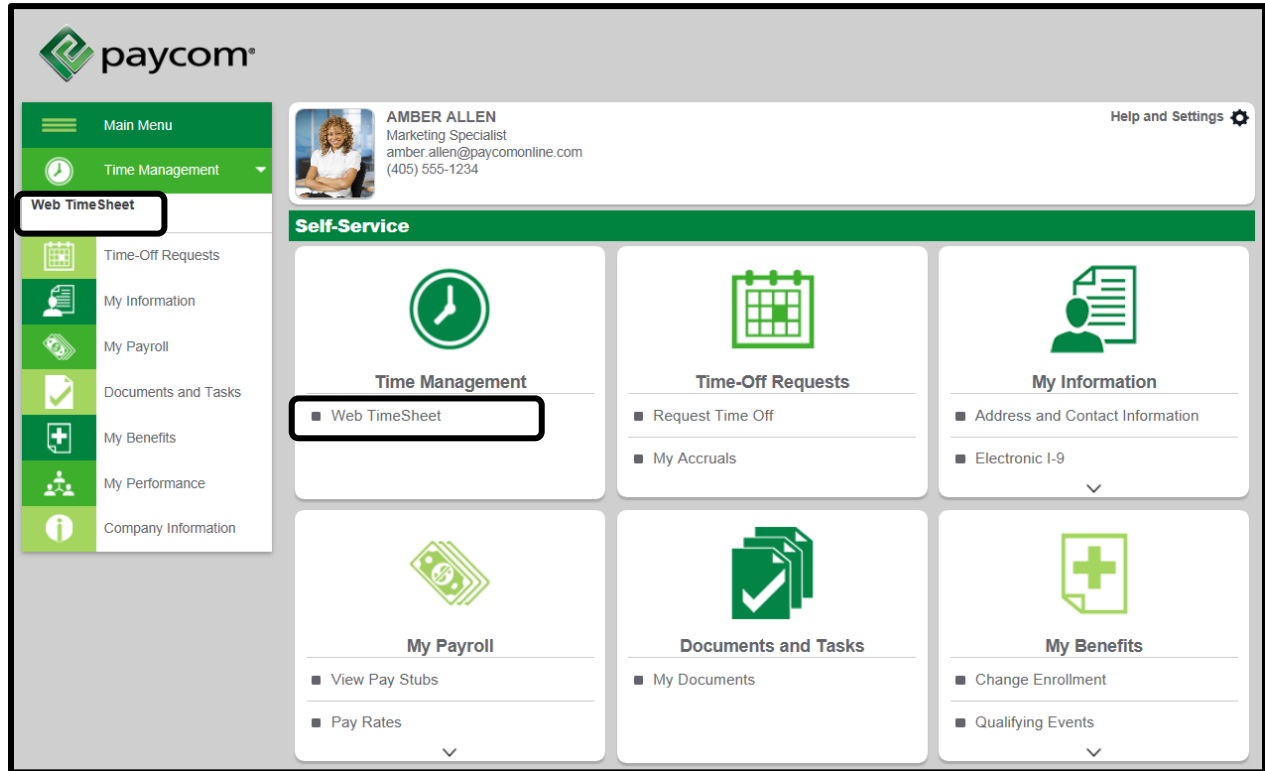
To begin using the Web Time Clock, first log in to Employee Self-Service. To access the Paycom Employee Self-Service website go to www.Paycom.com. Then select "Employee."



Enter your Username, password and the last four digits of your Social Security number. Then select "Log In."

The image shows the "EMPLOYEE SELF-SERVICE" login form. It has a light green border. At the top, it says "EMPLOYEE SELF-SERVICE". Below this are three input fields: "Username", "Password", and "Last 4 digits of SSN". Each field has a corresponding label to its left. Below the input fields is a yellow "Log In" button. Underneath the button is a blue link that says "Forgot Password". At the bottom of the form is the Paycom logo.

From the main menu screen, select “Web Time Sheet” from the Time Management tile in the center of the screen or from the Main Menu navigation on the left side of the page.



On the Time Sheet screen, you can select “Add Punch” to record Time In/Out, or click on “Add Hours” to record the total number of hours worked that day.

Time Sheet

Actions

+ Add Punch
+ Add Hours

Note: Only the days on or after 02/09/2014 can be edited

Prev 02/23/2014 - 03/08/2014 (Current Period) View Schedule

Date	Pay Code	IN	Dept	OUT	IN	Dept	OUT	Hours	Total Hours	Dollars	Exceptions (0 points)			
SUN (02/23)														
MON (02/24)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
TUE (02/25)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
WED (02/26)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
THU (02/27)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
FRI (02/28)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
SAT (03/01)														
Weekly Totals								40.00		0.00				
SUN (03/02)														
MON (03/03)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
TUE (03/04)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
WED (03/05)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
THU (03/06)		10:43 AM		10:43 AM					0.00					
FRI (03/07)														
SAT (03/08)														
Weekly Totals								24.00		0.00				

Period Totals

Pay Code	Department	Hours	Dollars
R Regular		64.00	
		64.00	

Select “Legend” to view a pop-up legend of the symbols in the Web Time Sheet.

X

C Comments

! Missing Punch

Delete Row

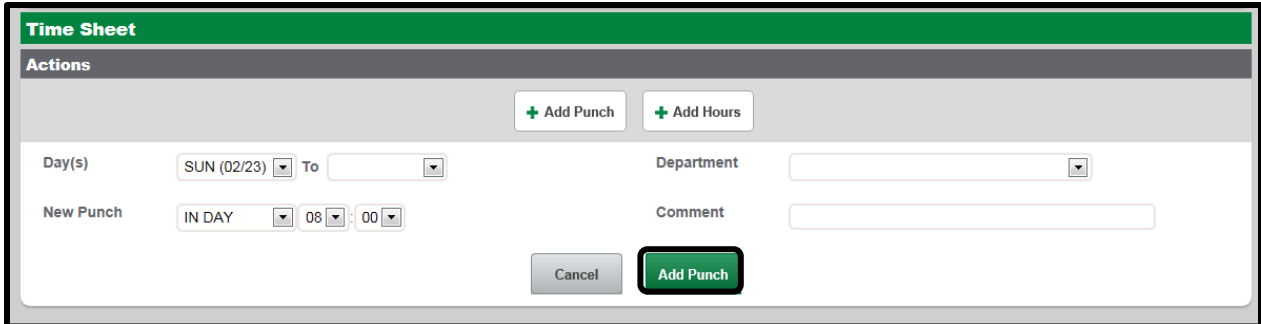
Add Punch

If you selected “Add Punch” on the Time Sheet screen, the screen below is what you will see to add your punch.

You can assign the same punch to multiple days by filling in the “To” drop-down box if the same punch will apply to multiple days.

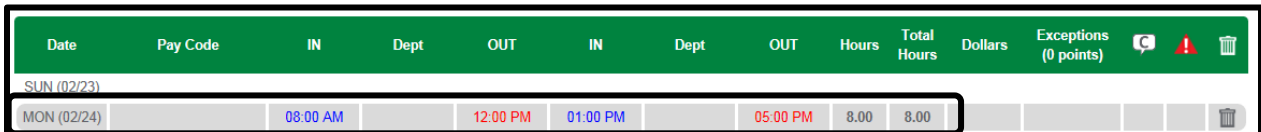
You can select the type of punch under the “New Punch” drop-down box and select the time you want that punch to record.

You can also allocate the punch to a different department from your home department as well as add a comment that will be linked to that punch. When you’ve finished, click the “Add Punch” button, which will record the punch.



The screenshot shows the 'Add Punch' form within the 'Time Sheet' application. The form has a green header bar with the title 'Time Sheet'. Below the header is a section titled 'Actions' containing two buttons: '+ Add Punch' and '+ Add Hours'. The main form area includes several input fields: 'Day(s)' with a dropdown menu showing 'SUN (02/23)' and a 'To' dropdown; 'New Punch' with a dropdown menu showing 'IN DAY' and two time dropdowns showing '08' and '00'; 'Department' with a dropdown menu; and 'Comment' with a text input field. At the bottom of the form are two buttons: 'Cancel' and 'Add Punch'.

After you’ve made your punch(es), you will see those times show up on your Web Time Sheet.



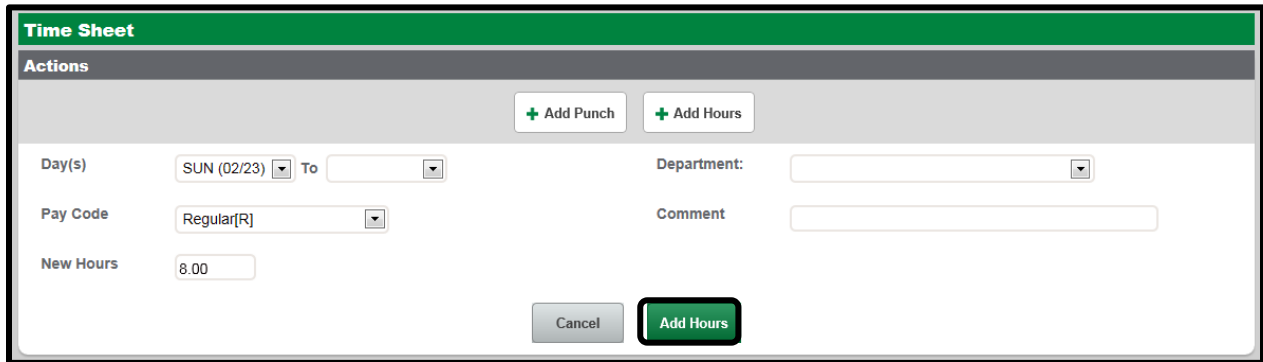
Date	Pay Code	IN	Dept	OUT	IN	Dept	OUT	Hours	Total Hours	Dollars	Exceptions (0 points)			
SUN (02/23)														
MON (02/24)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					

Add Hours

You can follow a similar procedure for adding hours. By selecting “Add Hours” from the Employee Timecard screen you can select the day for the hours and insert the amount of hours for that day.

Also, you can allocate these hours to a department if you worked in a department that is not your home department. You can also add a comment if you choose.

When finished, select “Add Hours.”



After you’ve added your hour(s), you will see them show on your Web Time Sheet.

Date	Pay Code	IN	Dept	OUT	IN	Dept	OUT	Hours	Total Hours	Dollars	Exceptions (0 points)			
SUN (02/23)														
MON (02/24)	[R] Regular							8.00	8.00					

Approving Timecards

If your employer requires you to approve your timecard, do so by selecting “Approve” next to “Employee Approval.”

Time Sheet

Actions

Read Only Time Sheet

Prev

02/09/2014 - 02/22/2014 (Previous Period)

Next

View Schedule

Legend

Date	Pay Code	IN	Dept	OUT	IN	Dept	OUT	Hours	Total Hours	Dollars	Exceptions (0 points)			
SUN (02/09)														
MON (02/10)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
TUE (02/11)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
WED (02/12)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
THU (02/13)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
FRI (02/14)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
SAT (02/15)														
Weekly Totals:								40.00		0.00				
SUN (02/16)														
MON (02/17)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
TUE (02/18)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
WED (02/19)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
THU (02/20)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
FRI (02/21)		08:00 AM		12:00 PM	01:00 PM		05:00 PM	8.00	8.00					
SAT (02/22)														
Weekly Totals:								40.00		0.00				

Employee Approval (Approve)

Supervisor Approval

Period Totals

Pay Code	Department	Hours	Dollars
R Regular		80.00	
		80.00	

Once you have approved the timecard the date, time and your employee username will appear next to “Employee Approval.” If you need to make adjustments before a supervisor approves the timecard, select “Revoke” and make the necessary changes.

Employee Approval (Revoke) 03/06 11:04 AM - 05050ALLA

Supervisor Approval

Time-Off Requests; Request Time Off



paycom®



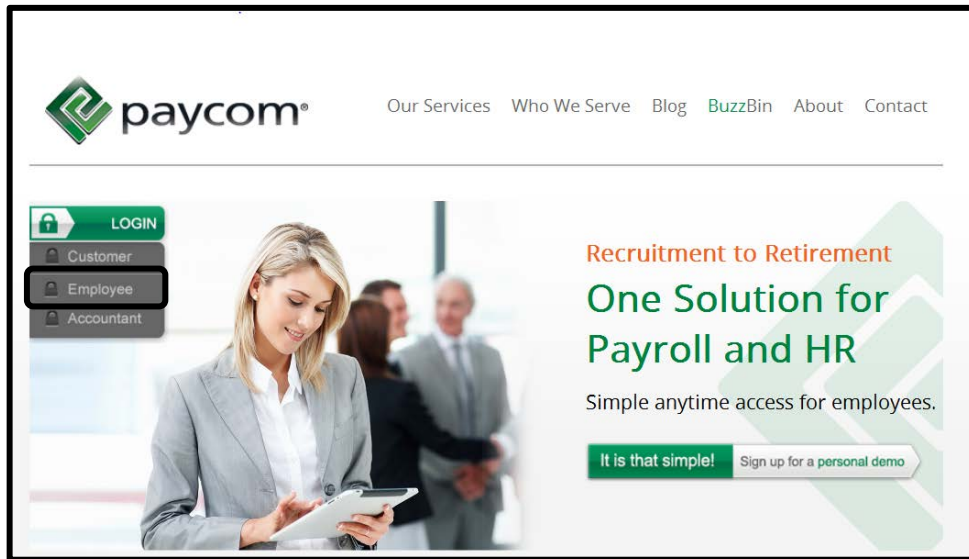
Time-Off Requests; Request Time Off

Table of Contents:

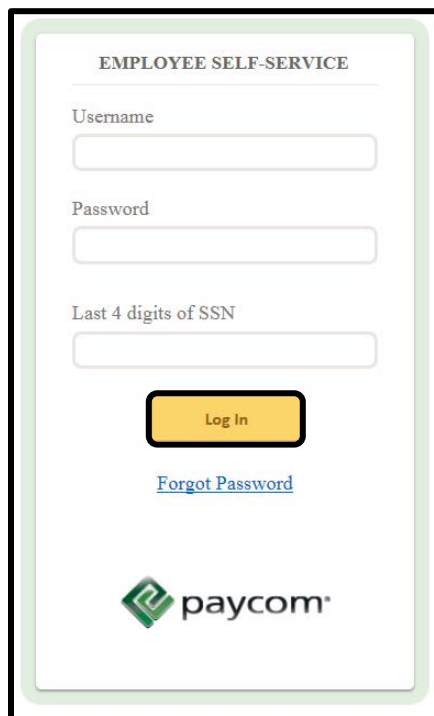
Requesting Time Off	3
Option 1) "Request Time Off" Header	4
Option 2) Calendar	6

Request Time Off

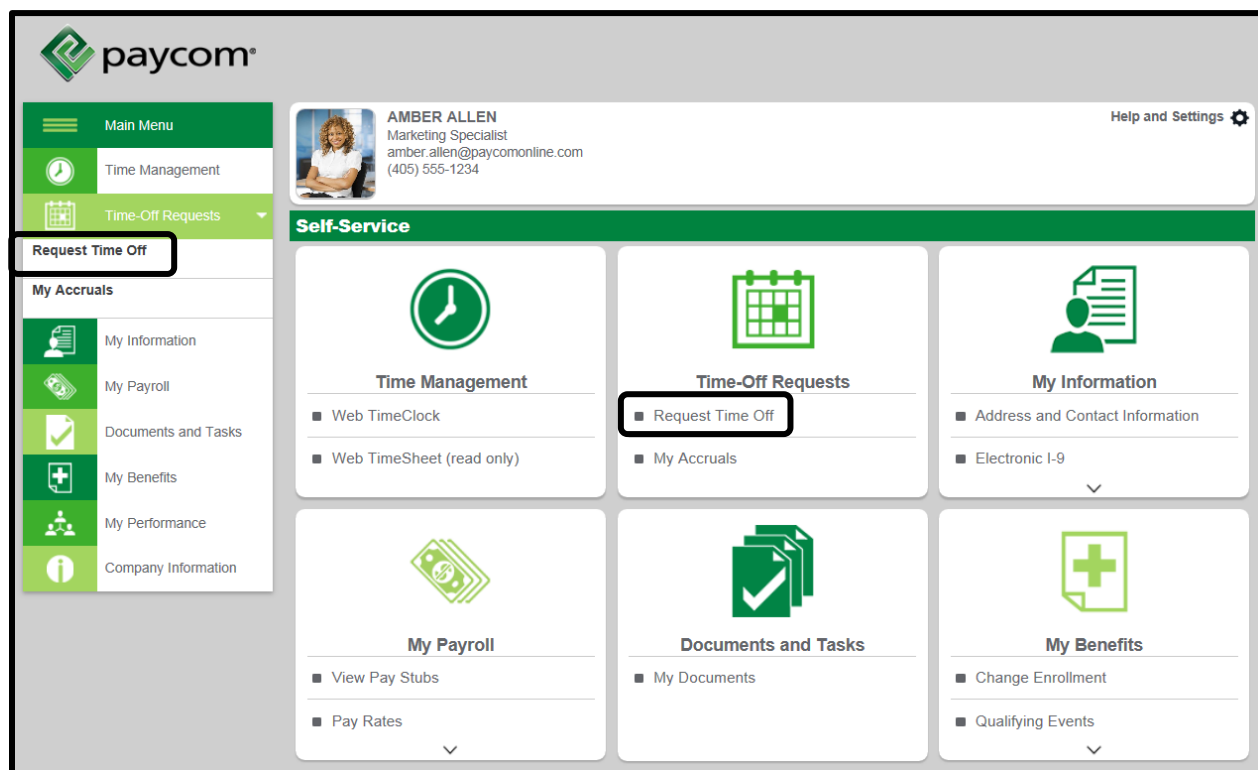
To request time off, log in to Employee Self Service. To access the Paycom Employee Self-Service website go to www.Paycom.com. Then select “Employee.”



Enter your Username, password and the last four digits of your Social Security number. Then select “Log In.”

The image shows the "EMPLOYEE SELF-SERVICE" login form. It has a title "EMPLOYEE SELF-SERVICE" at the top. Below the title are three input fields: "Username", "Password", and "Last 4 digits of SSN". Below the input fields is a yellow "Log In" button. Below the button is a blue link that says "Forgot Password". At the bottom of the form is the Paycom logo.

From the main menu screen, select “Request Time Off” from the Time-Off Requests tile in the center of the screen or from the Main Menu navigation on the left side of the page.



There are two ways to request time off:

- Option 1) Under the “Request Time Off” Header
- Option 2) Using the Calendar

Option 1) “Request Time Off” Header

To request time off from the Request Time Off header, select “Request Time Off” or the plus sign.

Request Time Off				
				Add Time-Off Request +
Hours Available				
Accrual	Hours Available	Hours Approved	Hours Requested	Net Available
Sick (S)	24.00	0.00	0.00	24.00
Vacation (V)	32.00	0.00	0.00	32.00

Note: Hours Available are current as of the last period end date on 02/23/2014.

Enter the amount of hours you need to request off as well as the accrual type. You are able to select the date or date range you would like to request off. *Note: Your available time is listed below under the “Hours Available” header.*

Enter in a Start Time depending on the time the time-off request will begin. You also have the ability to add a reason for the time-off request.

If you have a request that spans over a weekend, the “Ignore Weekends” check box is selected as a default and will skip placing requests on the weekend. Uncheck this box if you are taking time off on a weekend.

You can view your available balance as of your last pay period end date as well as the future hours you have had approved and the total amount of time that has been requested. You will see the “Net Available” amount that shows what is left after your approved and requested amounts are taken.

When finished, select “Add Request.”

Request Time Off

Add Time Off Request

* Indicates Required Field

Hours per day 8.00
* Type Vacation

Day(s) 05/23/2014 To 05/27/2014
Start Time 08:00
☒ Ignore Weekends

Reason Memorial Day vacation

Cancel Add Request

Hours Available

Accrual	Hours Available	Hours Approved	Hours Requested	Net Available
Sick(S)	24.00	0.00	0.00	24.00
Vacation(V)	32.00	0.00	0.00	32.00

Note: Hours Available are current as of the last period end date on 09/22/2013.

If your employer chooses, once you have made your request an email will be sent to your supervisor for approval.

Option 2) Calendar

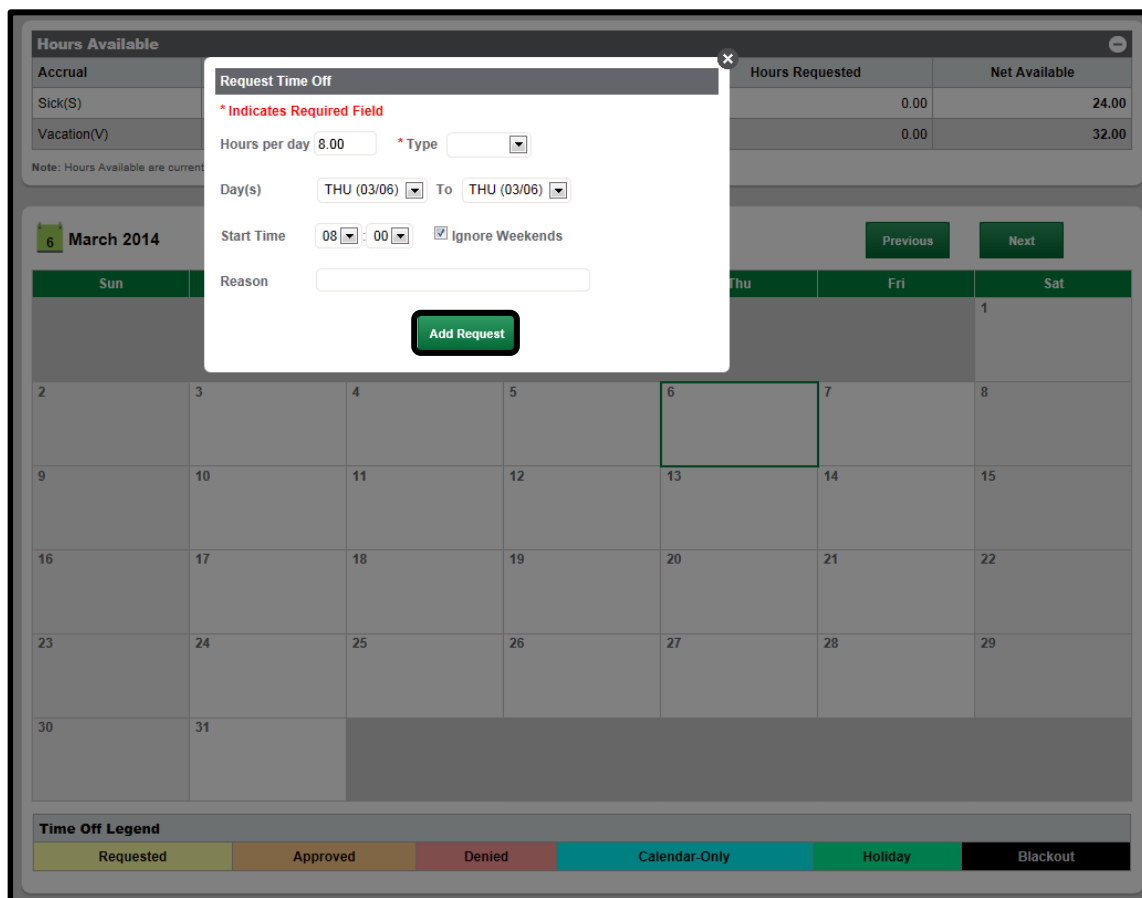
To request time off from the Calendar, select the plus sign on the day to be requested off. *Note: Today's date will always have a solid outline on the calendar.*

Enter the amount of hours you need to request off as well as the accrual type. You are able to select the date or date range you would like to request off. *Note: Your available time is listed below under the "Hours Available" header.*

Enter in a Start Time depending on the time the time-off request will begin. You also have the ability to add a reason for the time-off request.

If you have a request that spans over a weekend, the "Ignore Weekends" check box is selected as a default and will skip placing requests on the weekend. Uncheck this box if you are taking time off on a weekend.

When finished, select "Add Request."



Hours Available	
Accrual	
Sick(S)	
Vacation(V)	
Note: Hours Available are current	

Hours Requested	Net Available
0.00	24.00
0.00	32.00

March 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Time Off Legend					
Requested	Approved	Denied	Calendar-Only	Holiday	Blackout



After your request is submitted, you will be able to view the time-off request in the time-off calendar. The requests will be color coded so you can easily see what has happened with the request by viewing the PTO Legend.

When your supervisor approves or denies the request it will automatically update the calendar so you know if the time has been approved or not. If you would like to see the details of the time-off request, you can select the link to show the time-off request.

You are also able to edit or delete your request by selecting the link within the calendar day.

Hours Available

Accrual	Hours Available	Hours Approved	Hours Requested	Net Available
Sick (S)	24.00	0.00	0.00	24.00
Vacation (V)	32.00	0.00	24.00	8.00

Note: Hours Available are current as of the last period end date on 02/23/2014.

23 May 2014

Month May Year 2014 Go

Previous Next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 8.00 V	24
25	26 8.00 V	27 8.00 V	28	29	30	31

Time-Off Legend

Requested	Approved	Denied	Calendar-Only	Holiday	Blackout
-----------	----------	--------	---------------	---------	----------



If your employer chooses, the system will automatically send you an email letting you know if your request has been approved or denied.



